



The Royal College of Radiologists

Credential in Breast Disease Management for Breast Clinicians

Calculating your training completion date

Document management

Revision history

Version	Date	Edited by	Summary of changes
1	12/09/2025	L Leon-Andrews	Document created

Document control

The controlled copy of this document is maintained by the RCR. Any copies of this document held outside of RCR systems, in whatever format (e.g. paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.

Related documents

- Credential in Breast Disease Management for Breast Clinicians: Curriculum
- Credential in Breast Disease Management for Breast Clinicians: Guidance for progression review



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Introduction

The RCR provides a training time calculator to support learners, supervisors and progression review panels to accurately calculate training completion dates. You should use the calculator to complete a training time calculation ahead of each progression review and upload this to the e-portfolio two weeks before your progression review date. **It is the responsibility of the learner to ensure this is completed.**

The red boxes on the calculator are for you to enter your training information. The blue boxes will complete the training time calculations for you and **should not be edited**. Your expected training completion date will be calculated in the purple boxes and **these should also not be edited**.

Training completion dates calculated using the calculator are subject to confirmation by the progression review panel. The confirmed training completion date will be added to the progression review outcome form uploaded to your e-portfolio; this should be viewed as the only confirmed training completion date.

Should you require any assistance with calculating your training time you can [contact the RCR for support](#).

How to complete the calculator

1. Add your name, GMC number, and training start date in the top left corner. If you have been awarded any additional training time at progression review (e.g. as the result of a previous outcome 3) you should also add this here.
2. Underneath this you should add the start date of your next training period and the percentage WTE that you will be training during that period e.g. if you are coming to the end of Year 2 of your training and are training full time, you should enter the start date for Year 3 and 100%.

Name		<p>Instructions: You should only edit the red cells. Complete all cells shown in red for the training you have completed to date. Do not include future training periods. Training time calculations will be shown in blue columns and your expected training completion date will be shown in the purple table. For Year of training and Period type, please select an option from the drop down box in the cell. Additional training time relates to any extensions to training you have been given through progression review. Your end of training date will be calculated from the start of your next training period (cell B6); this should be the day after the last training period recorded in the table below unless you are taking a break in training.</p>
GMC Number		
Training start date		
Total duration of any additional training time awarded (months)		
Start date of next training period		
WTE of next training period		

Expected training completion date	#DIV/0!	Start date	End date	Year of training	Period type	WTE	Months in period	Months of credit
							0	#N/A
							0	#N/A
							0	#N/A
							0	#N/A
							0	#N/A
							0	#N/A
							0	#N/A
							0	#N/A
							0	#N/A

Calculations	Months
Standard length of training programme	36.0
Additional training time awarded	0.0
Total length of training programme	36.0
Total training time completed	0
Training time remaining	36.0

3. In the red cells on the right-hand side, you should enter the start date of each period of training you have completed up to the date of your progression review, including the current period of training. **Do not add future training periods** as this will affect the training time calculations and result in an incorrect training completion date.
4. Clicking in the column for year of training will open a drop-down list for you to select from. Year of training refers to the training years as set out in the curriculum.



Name	
GMC Number	
Training start date	
Total duration of any additional training time awarded (months)	
Start date of next training period	
WTE of next training period	
Expected training completion date	#DIV/0!
Year of training	Training time (months)
Year 1	0
Year 2	0
Year 3	0
Total	0
Calculations	Months
Standard length of training programme	36.0
Additional training time awarded	0.0
Total length of training programme	36.0
Total training time completed	0
Training time remaining	36.0

Instructions: You should only edit the red cells. Complete all cells shown in red for the training you have completed to date. Do not include future training periods. Training time calculations will be shown in blue columns and your expected training completion date will be shown in the purple table. For Year of training and Period type, please select an option from the drop down box in the cell. Additional training time relates to any extensions to training you have been given through progression review. Your end of training date will be calculated from the start of your next training period (cell B6); this should be the day after the last training period recorded in the table below unless you are taking a break in training.

Start date	End date	Year of training	Period type	WTE	Months in period	Months of credit
		Year 1			0	#N/A
		Year 2			0	#N/A
		Year 3			0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A

5. Clicking in the column for period type opens another drop-down list for you to select from. This allows you to add periods of statutory leave or sick leave as well as standard training time and additional training time. You should use additional training time if you have had an extension to your training following an outcome 3 at progression review. This will adjust your total expected training time accordingly.

Name	
GMC Number	
Training start date	
Total duration of any additional training time awarded (months)	
Start date of next training period	
WTE of next training period	
Expected training completion date	#DIV/0!
Year of training	Training time (months)
Year 1	0
Year 2	0
Year 3	0
Total	0
Calculations	Months
Standard length of training programme	36.0
Additional training time awarded	0.0
Total length of training programme	36.0
Total training time completed	0
Training time remaining	36.0

Instructions: You should only edit the red cells. Complete all cells shown in red for the training you have completed to date. Do not include future training periods. Training time calculations will be shown in blue columns and your expected training completion date will be shown in the purple table. For Year of training and Period type, please select an option from the drop down box in the cell. Additional training time relates to any extensions to training you have been given through progression review. Your end of training date will be calculated from the start of your next training period (cell B6); this should be the day after the last training period recorded in the table below unless you are taking a break in training.

Start date	End date	Year of training	Period type	WTE	Months in period	Months of credit
			Standard training time		0	#N/A
			Maternity leave		0	#N/A
			Sick leave		0	#N/A
			Additional training time		0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A

- 6. For each period of training you add, complete the WTE column to show whether this was full time training (enter 100%) or less than full time (enter the percentage WTE). If you changed your training pattern part way through a year, enter this as two separate training periods. The blue columns will automatically update to show how many months training time each period of training represents.
- 7. The blue tables on the left-hand side will update to show a summary of the total time in each year of training completed so far, the total training time completed, and the training time you have remaining.
- 8. The purple table will show your expected training completion date.

Example

You are at the end of your second year of training. You trained full time during your first year and received an outcome 3 with 3 months additional training time at your first progression review. You were training full time for the first half of your second year but switched to training at 80% WTE 6 months later and intend to remain at 80% WTE for your next period of training. Your training time calculator will look like this:

Name	Test
GMC Number	0
Training start date	27/02/2023
Total duration of any additional training time awarded (months)	3.0
Start date of next training period	02/07/2025
WTE of next training period	80%

Instructions: You should only edit the red cells. Complete all cells shown in red for the training you have completed to date. Do not include future training periods. Training time calculations will be shown in blue columns and your expected training completion date will be shown in the purple table. For Year of training and Period type, please select an option from the drop down box in the cell. Additional training time relates to any extensions to training you have been given through progression review. Your end of training date will be calculated from the start of your next training period (cell B6); this should be the day after the last training period recorded in the table below unless you are taking a break in training.

Expected training completion date 02/11/2026

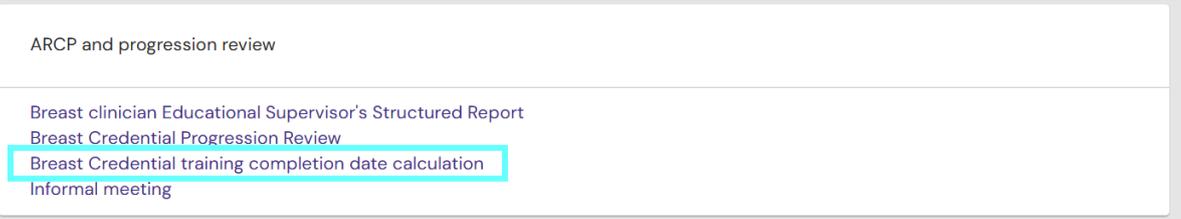
Year of training	Training time (months)
Year 1	15
Year 2	11
Year 3	0
Total	25.8

Calculations	Months
Standard length of training programme	36.0
Additional training time awarded	3.0
Total length of training programme	39.0
Total training time completed	25.8
Training time remaining	13.2

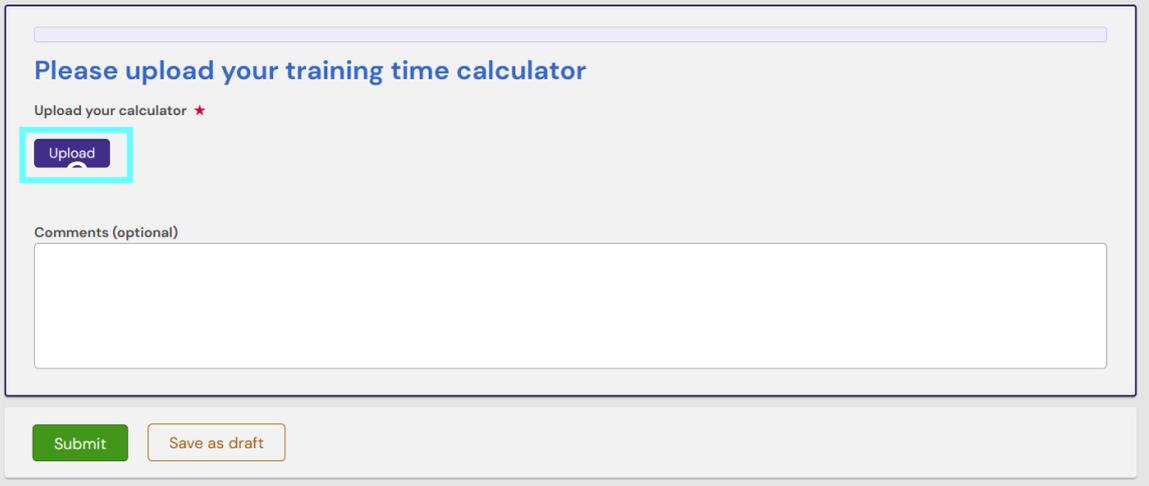
Start date	End date	Year of trainin	Period type	WTE	Months in period	Months of credi
27/02/2023	27/02/2024	Year 1	Standard training time	100%	12	12
28/02/2024	31/05/2024	Year 1	Additional training time	100%	3	3
01/06/2024	31/12/2024	Year 2	Standard training time	100%	6	6
01/01/2025	01/07/2025	Year 2	Standard training time	80%	6	5
					0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A
					0	#N/A

Uploading completed calculations to your e-portfolio

1. Select "Create" from your e-portfolio dashboard.
2. You will find the form to upload your training time calculation under "ARCP and progression review" in the create menu. Click this link to open the form.



3. Click upload and select the file you wish to attach.



4. You may add a comment if you wish (this is optional).
5. Click submit to upload the attached calculator to your e-portfolio.

